

**SECRET**

ADM-3

24 SEP 1963

DD/S&T 1479-63

**MEMORANDUM FOR: Assistant Director for Special Activities**  
**SUBJECT : Ten and Fifteen Year Longevity Certificates**

1. The attached roster of persons in your office lists the names of individuals who have completed 10 and 15 years of service in this Agency as of 18 September 1963. Their individual certificates are also attached.

2. You are requested to hold a suitable ceremony to distribute the certificates to the individual members of your office. In the past, this has normally been handled in a single group meeting with the Assistant Director.

25X1A

3. Please advise [redacted] when ceremony arrangements are complete so that he may in turn notify the Honor and Merit Awards Board Secretariat.

151

25X1A

[redacted]  
**Executive Officer**  
**Deputy Director**  
**(Science and Technology)**

**Attachments**  
**as stated**

**Distribution:**  
**Original and 1 - Addressee**

25X1A

1 - [redacted]  
1 - [redacted]

25X1A

✓ 2 - DD/S&T Registry  
DD/S&T: [redacted] (24 Sep 63)

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification